REPORT IDENTIFICATION

Report Title: **BR9B Report**
(This report is intended for LaGov HCM Paid Agencies ONLY—CO CODE=0010.)
Menu Path: **State of Louisiana Reporting >> Financial**

Transaction Code: **ZP116**

REPORT SELECTION CRITERIA AND OUTPUT

Date Parameter (Choose one)**:**

Today
Other

Selection Criteria:

Personnel Area
Personnel Subarea
Personnel Number
Position
Cost Center
AFS Program
AFS Subprogram
Organizational Unit
Org Structure

Report Options (Choose one)**:**

Detail Reports: **Exclude Information:**
  Filled Positions   Exclude Other Pay (Default)
  Vacant Positions

Summary Reports:
  Filled Positions Summary: **Vacant Positions Summary:**
    Program/Subprogram/Cost Ctr/Object   Program/Subprogram/Cost Ctr/Object
    Program/Subprogram/Object   Program/Subprogram/Object
    Program/Object   Program/Object

Report Output:

Field	**F** = Filled **V** = Vacant **B** = Both	Explanation
Personnel Area	B	Personnel area
Organizational Unit	B	Organizational Unit
Org Unit Short Text	B	Organizational Unit Short Text
Position Number	B	Position number

Position Started	V	Creation date of the position (from IT1000)
Planned Vacancy Date	V	Vacancy begin date (from IT1003)
Actual Vacancy Date	V	Date the position became vacant (day after last holder left). Blank indicates position has never had a holder relationship.
Last Name	F	Employee last name
Emp First Name	F	Employee first name
Personnel Number	F	Personnel number
C/U	B	Classified / Unclassified indicator derived from the job code assigned to the position
Job Num	B	Job Number
Job Title	B	Job title
Sal Object or PSA	B	Salary expenditure object derived from the personnel subarea
AFS Program	B	AFS program number
AFS Subprogram	B	AFS sub program number
Cost Center	B	Cost center (from IT1018).
CC Pct	B	Percentage allocated to cost center on IT1018
Fund	B	Fund (from IT1018)
Fund Text	B	Fund (from IT1018)
Multi Fund	B	"X" indicates more than one fund on the IT1018. Double click this field and all funds from IT1018 will be displayed.
EE/POS Cnt	B	Count of employees for filled projections or count of positions for vacant projections.
Pay Scale Group	B	Pay scale group
Pay Grade Level From	B	Pay scale level
Employee FTE	B	Employment percentage (from IT0007). Vacant positions are assumed to be 100%. (Note: This is the last column on the Summary Reports.)
Biweekly Salary	B	Biweekly salary on **Basic Pay** infotype (0008) if salaried employee, if hourly employee, their hourly rate on IT0008 multiplied by the number of hours displayed in the WkHrs/period field. For vacant classified positions, this comes from the **Cost Planning** infotype (1015) on the job.
Next CPG Elig Date	F	Next **CPG** date (date type '04' from IT0041). **Note**: ONLY a single **C**areer **P**rogression **G**roup increase is calculated. This date **must** fall within the range of at least 1 of the fiscal years being projected.
CPG Increase	F	**C**areer **P**rogression **G**roup increase. Formula: LaGov HCM system assumes increase to be 7% of biweekly salary in effect at the time the **C**areer **P**rogression **G**roup increase is awarded. If a performance adjustment increase occurs before the **C**areer **P**rogression **G**roup increase is given, the biweekly salary already includes the performance adjustment increase.
CPG Total	F	**C**areer **P**rogression **G**roup total for current FY. Formula: **CPG Incr** is multiplied times the number of complete pay periods remaining in that FY + the remaining days left in the pay period in which the CPG date occurs. For this example assume the CPG date occurs on the 5th day of pay period 10 of a fiscal year with 26 pay periods. The increase amount is multiplied by 16 pay periods (26 – 10 = 16 remaining) + the new rate / 14 days *10 days (14 – 4 at old rate).

Performance Adjustment (Merit) Date	F	Performance Adjustment Date (Effective 07/01/2012 this is date type '60' from IT0041; previously date type '14' from IT0041 was used). Formula: If this date falls within the date range of the first fiscal year, one year is added to that date to calculate the year 2 performance adjustments. If this date falls within the date range of the second fiscal year, ONLY the year 2 performance adjustments are calculated.
Performance Adjustment (Merit) Increase	F	Performance Adjustment increase (pay period amount) for current FY. Formula: LaGov HCM system assumes this amount to be 4% of biweekly salary in effect at the time of the performance adjustment. If a **C**areer **P**rogression **G**roup increase occurs before the performance adjustment, the biweekly salary already includes the **CPG** increase.
Performance Adjustment (Merit) Total	F	Performance Adjustment increase total for current FY. Formula: **Perf Adj** is multiplied by the number of complete pay periods remaining in that FY + the remaining days left in the pay period in which the Perf Adj occurs. For example, assume the performance adjustment occurs on 10/01/14 and is awarded in period 21 of fiscal year 2015. The performance adjustment amount is multiplied by 18 pay periods (26 – 8 = 18 remaining) + the new rate / 14 days * 12 days (14 – 2 at old rate) for the period that the Perf Adj occurs within.
Work Schedule Adjustment	F	ONLY calculated on employees assigned to the 86.31 hour workweek. The amount represents the dollar value of 6.31 hours of built-in overtime per payroll period. An adjusted dollar value is used when a **C**areer **P**rogression **G**roup increase and/or performance adjustment occurs in year 1. The detailed listing keeps the work schedule adjustment amount separate from current year salary. However, because of output limits, the amount in this column IS added to the base salary amount on the summary reports.
Cur Yr Sal	F	Salary amount to be paid to employee for current FY Formula: **BiWk Sal** multiplied by the number of pay periods in the first FY + **PerfAdjTot** + **T Ser Ttl**.
CPG Annualization	F	**CPG** annualization calculated only for the first FY. Formula: **C**areer **P**rogression **G**roup increase amount is multiplied times the number of pay periods in the first FY (i.e., 26, 27) less the **CPG Ttl** amount (see above).
Performance Adjustment (Merit) Annualization	F	Performance adjustment increase annualization calculated only for the first FY. Formula: Performance adjustment increase amount is multiplied times the number of pay periods in the first FY (i.e., 26, 27) less the **PerfAdjTot** amount (see above).
CPG Year 2	F	**C**areer **P**rogression **G**roup increase total for next FY
Performance Adjustment (Merit) Year 2	F	Performance Adjustment increase total for next FY
WS Adj Year 2	F	ONLY calculated on employees assigned to the 86.31 hour workweek. The amount represents the dollar value of 6.31 hours of built-in overtime per payroll period. An adjusted dollar value is used when a **C**areer **P**rogression **G**roup increase and/or performance adjustment occurs in year 2. The detailed listing reports the work schedule adjustment amount separate from requested year salary. However, because of output limits, the amount in this column IS added to the requested salary amount on the summary reports.
Emoluments	F	Taxable cash amounts to be paid to employees effective at the run date of the report.

		Formula: Summary of emoluments multiplied by number of pay periods in FY.
Requested Salary	B	Requested Salary for next FY. Formula: **Cur Yr Sal** + **CPG Annual** + **PerfAdjAnn** + **CPG Year 2** + **PerfAdjYr2** + **Emoluments** For vacant classified positions this comes from the **Cost Planning** infotype (1015) on the job.
Retirement Plan	B	Retirement Plan
Employer Retirement	B	Employer share retirement If filled, calculation utilizes **Req Sal** amount, tax model and percentage for the employee's specific retirement plan.
ER OSDI	B	Employer share OSDI Calculation utilizes **Req Sal** amount.
ER Medicare	B	Employer share Medicare Calculation utilizes **Req Sal** amount.
Employer Medical	B	Employer share Medical Insurance If filled, calculation utilizes IT0167.
Employer Life	B	Employer share Life Insurance If filled, calculation utilizes IT0168 and **Req Sal** amount.
Other Pay	F	Other special pays. Formula: If filled, equivalent of FYTD totals for Premium pays, on-call pays and some allowances (e.g, personal vehicle use, 3 yr. RN, etc.) for the FY immediately prior to FY year 1 being projected on this report.
Work Parish	B	Work Parish Number from Position's IT 1028 (hidden column)
Work Parish Text	B	Work Parish Text from Position's IT 1028 (hidden column)
Contract Type	F	Contract Type from Employee's IT 16 (hidden column)
Contract Type Text	F	Contract Type Text from Employee's IT 16 (hidden column)

Special Calculation Notes:

Regardless of part-time status, employee FTE is based on the employment percentage set on Planned Working Time.

Cost centers are based on the position's **Cost Distribution** infotype (1018) that is in effect on the date entered in the Date Parameter.

All employees are calculated assuming a full 26/27 period fiscal year. Calculations for employees at instructional institutions who work fewer than 12 months (9/10-month employees) are therefore overstated in this BR9B.

Job Code 00800010 (NON-STATE EMPLOYEE (ERP ONLY)) is excluded from the BR9B.

Disclaimer: this report should not be executed the first week of the pay period that falls in the new fiscal year.

REPORT UTILIZATION

Primary Use:

This report produces a financial projection of salaries and related expenses for the current fiscal year and the next fiscal year. The report can be run for filled positions and for vacant positions, but because of differing requirements for the two reports, the two **cannot** be run together. Employees in all salary objects are included.

For **filled** positions, the projections are based on employees' salaries at the time the report is run. **C**areer **P**rogression **G**roup (**CPG**) projections require:

    1) a valid **CPG** relationship on the position and

    2) a **CPG** date that falls within the range of at least one of the covered fiscal years.

For **vacant** positions, projections require the following 4 conditions:

    1) the position is identified as a "planned vacancy" using **Department/Staff** infotype (1003),

    2) the position has a **Cost Distribution** infotype (1018),

    3) the position **does** <u>not</u> have a current holder relationship, and

    4) the position is described by a classified job with a **Cost Planning** infotype (1015) for projection of retirement, insurance and classified salaries.

    Other important notes regarding vacancy projections:

       ➤ Midpoint salaries are used on the **Cost Planning** infotype (1015) for classified positions.

       ➤ Salary projections are **not** made for vacant unclassified positions, although these positions will be listed if users maintain a **Department/Staff** infotype (1003) for them. **Department/Staff** infotype (1003) can be maintained through **Organization and Staffing** transaction (PPOME) or through **Maintain Position – Planned Vacancy** transaction (PO13). The Validity date can be the same as the begin date of the position, and the "To" date can be 12/31/9999 or the end date of the position.

For projections on just a few positions, run using position numbers, **not** personnel numbers.

<u>Tips on viewing detail information after executing a SUMMARY report:</u>

After executing the summary report, users can see some detail information on the employees who comprise each summarized breakdown by clicking on the "orange" area. Both the summarized information and the detail information can be downloaded and saved to the user's local drive and then uploaded into a spreadsheet:

1. Execute the summary report (to download the detail list, the user **must** access and download separately from the summary list).
2. **List → Save → File** . . .
3. At the pop-up, select "**Spreadsheet**".
4. Click the green check mark on the pop-up.
5. At the next pop-up, type in the file directory and file name where you would like the data to be stored.
6. Click "Generate".
7. To load the file into a spreadsheet, the user will need to open the EXCEL application, and then open the saved file.
8. Follow the EXCEL "wizard" instructions.

Some manipulation of columns may be necessary after uploading into a spreadsheet program.

Runtime Tips:

LaGov HCM has a 20 minute threshold to process a report. If processing exceeds this timeframe, the user receives an *ABAP Runtime Error* screen. **ZP116** extracts a lot of data, thus requiring significant processing time to generate the output. Consequently, for the very large Personnel Areas (PA), the report can't be run in the foreground for an entire Personnel Area. Instead, it is recommended that the report be run in the background (instructions to follow) or, preferably, run in ranges using other available selection criteria, for example Cost Center ranges. Ranges used should encompass **no** more than 1000 regular employees (with benefits).

Background processing for report output > 255 characters:
1. Enter the transaction code **ZP116** or select via the menu.
2. Complete the selection criteria.
3. At the top of the screen, select **Program > Execute in Background**
4. In the **Background Print Parameters** pop-up box, ensure that
      a) appropriate Output Device (printer) is selected
      b) under Time of Print **select** Send to SAP Spooler ONLY for now.
      c) under Format: select a format that designates the widest format designated by "512" i.e. "**Z_65_512_NETWORK"**; "Z_65_512_LOCAL"
5. Click **Enter**.
6. The **Start Time** pop-up box appears. Select **immediate**.
7. Click **Save**. User should get a message indicating that the background job was scheduled.
8. Enter SMXX (Job Overview) on the transaction line. When the job has a status of Finished, click the box next to the job name and then click Spool to obtain the spool number.
9. Return to the user menu screen and enter **ZSP01** on the transaction line (*Report to Display Spool Request > 255 Characters).*
10. Enter Spool number obtained from transaction SMXX (Job Overview).
11. If processing a Detail Report, check the box labeled "**Skip first page**". If processing a Summary Report, **DO NOT** check the box labeled "Skip first page".
12. Execute to view/print/export the output. (**Note**: If you attempt to print directly from this screen, your output will truncate. You **MUST** export to Excel before you attempt to print.)
13. To export, select **List > Save/Send > File > Spreadsheet >** designate location where file is to be saved.

NOTES AND TERMINOLOGY

This section contains helpful information for the end user including processing notes, critical definitions, and additional references to other reports and system tools.

Notes: **Prior to running the ZP116 - BR9B Report, agencies should run the [ZX02 Mismatch Report](#) and correct any errors that are output there. The Mismatch Report will expose some errors that will affect the BR9B's output.**

Definitions: **Next Merit Eligibility Date** is **Date Type** "**14**" from **Date Specifications** infotype (0041) and is used for projections prior to 07/01/2012.

Next Performance Adjustment Date is **Date Type "60"** from **Date Specifications** infotype (0041) and is used for projections for 07/01/2012 forward.

Next CPG Elig is **Date Type "04"** from **Date Specifications** infotype (0041).

References: For standard reporting information within LaGov HCM, refer to the [LAGOV HCM Reports Manual](#).